

Instructions for
Excel File Conversion to Mailing Labels

1. Save the e-mailed excel file to one of your computer files
2. Open MS Word
3. From the "Tools" menu option, select "Mail Merge"; "Mail Merge Helper" window will pop-up
4. Click on "Create" and a drop-down list will show. Select "Mailing Labels", unless you prefer to make envelopes or others.
5. When presented with "To create the mailing labels, you can use the active window Document2 or a new document window", chose "Active Window".
6. Next, click on "Get Data"
7. From the drop-down menu, chose "Open Data Source".
8. From the "Open Data Source" window that is provided, located and open the excel file that you saved in instruction item #1. (You will be prompted with "Named or cell range:" you will chose "Entire Spreadsheet".
9. In the next window prompt, chose " Set Up Main Document".
10. Your next window prompt will be a window to set up Label Options; select options that work best for you.
11. The next provided window prompt is "Create Labels". Select "Insert Merge Field". When you select this option, you are provided with a list of all of fields from the e-mailed list. Select them in the order you would like them displayed on the mailing label; being sensitive to spacing.
12. Once you have selected, from the drop-down list, the fields you would like on the mailing label, chose "ok"
13. Next, you are prompted back to the "Mail Merge Helper". From here, chose "Merge" and chose "merge" again when next window appears.
14. You should now have a document of mailing labels.